

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 2.4

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Shop Equipment Monthly Inspection

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that shop equipment is inspected monthly

PROCEDURE: Equipment Services personnel, the Equipment Services Safety Committee and outside vendors all work together on inspecting shop equipment.

- 1. Fire extinguishers, eyewash stations and first aid cabinets are inspected monthly by various members of the Equipment Services Safety Committee as well as the equipment manufacturers on a quarterly and yearly basis. Each inspection is recorded on the equipments' inspection tag.
- 2. Shop tools are inspected visually each time they are used or on a monthly basis whichever occurs first. The form for shop tools requires the inspector to look for any visible damage, check for power, check gauges (if applicable), check any attachments, switches, test functionality and that the storage area is accessible and clear of debris. Each inspection is recorded on the equipments' inspection tag and an inspection report is completed. Upon receipt of the inspection report by Parts and Materials staff, the inspection date and initials of the inspector are recorded in FASTER in the No.2 Notes Field to facilitate reporting and tracking.
- **3.** Shop equipment is inspected with each use or on a monthly basis whichever occurs first. The form for shop tools requires the inspector to look at the hydraulic components for any visible damage, check fasteners, all mechanical safety features, and test functionality and that the storage area is accessible and clear of debris. Upon receipt

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of the inspection report by Parts and Materials staff, the inspection date and initials of the inspector are recorded in FASTER in the No.2 Notes Field to facilitate reporting and tracking.

Equipment and tools that have a value of \$500.00 or greater and owned by the city have an equipment number assigned in FASTER. Each piece of equipment or tool that has a number is assigned to a shop. That shop is responsible for the inspections and the management of the inspection forms.

PREPARED BY: Amanda Smith Parts and Materials Manager

DATE: January 27, 2010